# eMedical User Guide for Health Screening Questionnaire (HSQ) Coordinators

**Forest Service**
**Fire and Aviation Management**

**eMedical**

Last Updated: April 2021

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# 1. eMedical Navigation and Functionality Questions

## 1.1 How to Designate an HSQ Coordinator:

Forest-level FMO's, FAFMO's, Training Officers, or equivalent submits a request for a new HSQ Coordinator to eMedical staff. Please include the nominated HSQ Coordinator's Full Name, Forest/Unit they'll be a coordinator for and email address. Also include a local eMedical mentor (if available) who will show the new Coordinator the process. Emails should be directed to: SM.FS.mqp_emedical@usda.gov

An eMedical Administrator will approve the request and an email will be sent to the employee to log in to eMedical to complete the HSQ Coordinator Confidentiality Form. Once the form is submitted, HSQ Coordinator permissions will be granted to the employee within 3-5 business days.

## 1.2 Complete New HSQ Coordinator Confidentiality Agreement in eMedical:

Once a nominated HSQ Coordinator receives their email prompting them to complete their Confidentiality Agreement, they can do so by logging in to eMedical by clicking the link in the email.

- Click on "HSQ Confidentiality" on the left side of the screen
- Click that you acknowledge the agreement and then click the "Accept" button

**HSQ Coordinators work with sensitive employee information. When you Accept the Confidentiality Agreement, you have agreed not to share sensitive employee or medical information with ANYONE except the individual employee, USFS Medical Officers and eMedical staff. If this agreement is violated, disciplinary measures may be taken.**

- A confirmation message will appear that your confidentiality agreement has beensubmitted

An email will be sent to the new HSQ Coordinator when their permissions have been approved in eMedical and they are cleared to perform HSQ Coordinator duties.

## 1.3    How do I access eMedical?

Health Screening Questionnaire (HSQ) Coordinators can access eMedical by logging into ConnectHR (Dashboard) using their eAuth access and selecting the eMedical link under My Links.

Direct ConnectHR (Dashboard) link:  https://usdafs.connecthr.com/

> **LincPass Note:**  To access any HSQ Coordinator or WCT Administrator permissions you will be required to log in to eMedical with your LincPass. If you log on with a username/password, you will have the Employee permissions only.  Log in again with your LincPass and all elevated permissions will again be available.

**National Headquarters**
Intranet

Spotlight:  **LincPass Enforcement Information** | 508 Acces
Results | Safety & Occupational Health | Standard Data Manag

**You are here:** Home

**Website Search**
Search Box:

[        ] [Go]

FSWeb-wide Search

**service-wide**

Phone/Email Directory
Employee Center
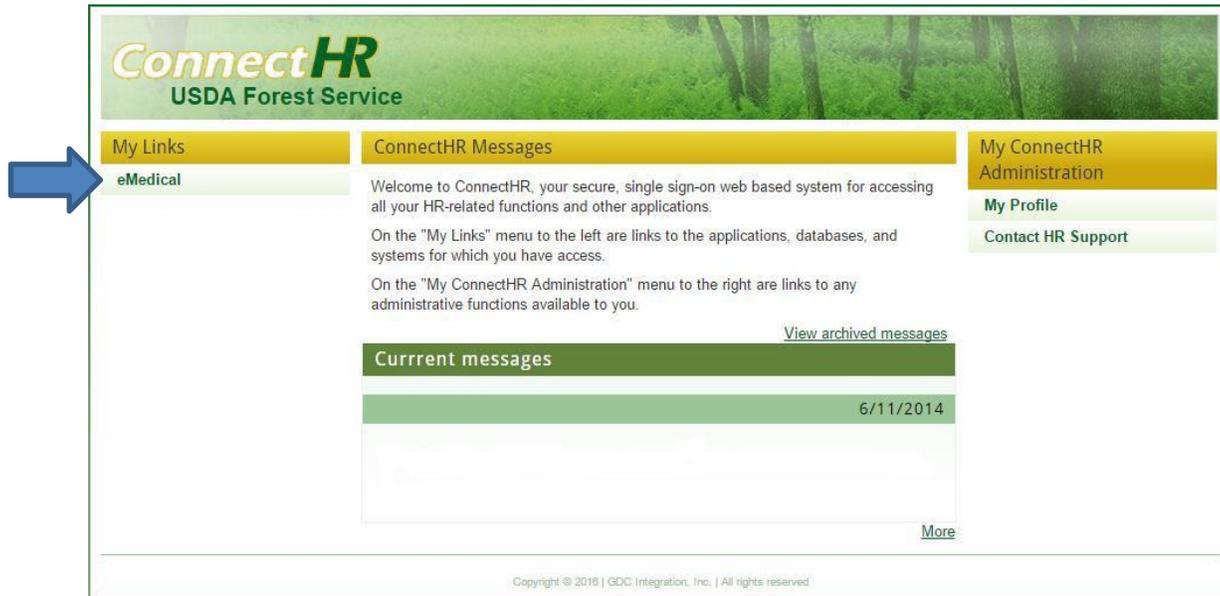ConnectHR (Dashboard)
Records
Forms

**Quick Picks**

**For All Employees**

→ **Call for Nominati**

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### 1.4    What can I access in eMedical?

HSQ Coordinators are granted permissions to guide employee and AD HSQ  "packets" through the entire medical clearance process. In eMedical, HSQ Coordinators will issue and review HSQs, OF178 exam forms, and record non-passing Work Capacity Tests (WCT) results. HSQ Coordinators can also view lists of employees cleared to take the WCT and run reports. The following guide outlines all functions the HSQ Coordinator will use.

## 2.   Initiating the HSQ/WCT clearance process

### 2.1    How can employees/ADs begin the Health Screening Clearance process?

HSQ Coordinators can start the process for employees  (reference section 2.3) or approve an employee's initiation request (reference section 2.5).  Coordinators must begin the process for all ADs and any employee in non-pay status.  (reference section 2.4).

There are three types of employee access to eMedical:
- **Regular Employee:** Full time or permanent seasonal employees who have access to ConnectHR with their LincPass or *eAuth password.* They can also access eMedical through an external site if they do not have access to ConnectHR.
- **Interim Employee:**  Temp-seasonal employees and new USFS hires (both temporary and permanent) who have not yet received their eAuth access. These employees will access eMedical through an *external site until their eAuth password is obtained* and will then log in through the internal eMedical site. This allows new hire/temp employees to begin the process well before their effective date.

- **AD Employee:** Administratively Determined employees will **always** access eMedical through an external site.

**Employee (internal) site:**  https://usdafs.connecthr.com

**Interim and AD (external) site:**  https://emedicalacc.gdcii.com/user

Before an employee/AD can submit their HSQ form in eMedical, an HSQ Coordinator must first confirm their WCT level (i.e., light, moderate or arduous) and employee position type. The four position types are as follows:

- *Regular* – FAM permanent full time (PFT) or permanent seasonal employee (PSE)
- *Temporary* – fire and other resource area temporary employee
- *Collateral* – PFT or PSE non-fire employee who performs fire duties
- *AD* – Administratively Determined.  Considered employee' when actually in pay status.

## 2.2 How do I determine which employee/AD packets I have access to?

No employees are automatically assigned to any HSQ Coordinator. They are added by either initiating the HSQ process for an employee (required for Interim and ADs) or claiming a HSQ packet that was initiated by the employee themselves from the HSQ Coordinator Worklist.  The Coordinator can then view their employees by clicking "My Packets" on the left menu.

## 2.3 How do I initiate the HSQ process for an employee and add an employee/AD to my worklist?

Note:This process requires one less employee action in eMedical than if the Regular employee initiates the HSQ process themselves.

To initiate the HSQ Issuance process for an employee (Regular, Interim or AD):
- Select "New Packet—Employee/AD" from the left menu of the home page.
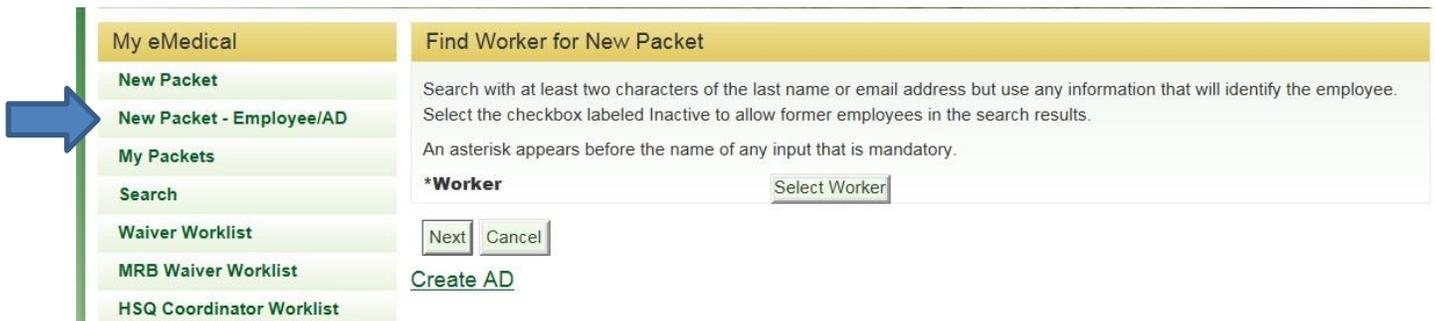
- Click the "Select Worker" button and search for the employee by the "Last Name" field, (or any combination of search fields) then click "Search".
- Click the "Select" link for the correct applicant from the search return, then click the "Next" button.
- From the "Initiate Medical Clearance" page, the following selections are required:
  - Select the employee's required "WCT Level" – Arduous, Moderate or Light.
    - If you do not know the level, contact your FMO or employee's Fire Supervisor. This can **NOT** be edited by the employee in the next step if incorrect, so please ensure this is correct.
  - Select "Position Type" from the indicated drop-down menu.
    - *Regular* – Fire permanent full time (PFT) or permanent seasonal employee (PSE)
    - *Temporary* – fire and other resource area temporary employee
    - *Collateral* – PFT or PSE non-fire employee who performs fire duties
    - *AD* – Administratively Determined. Considered employees when actually in pay status.
  - *NEW!* Choose whether employee *currently* has access to eMedical through ConnectHR.
    - "Yes" will send employee an email link to access eMedical through ConnectHR.
    - "No" will send employee an email link to access eMedical though an external site for those who do not have access to ConnectHR.
  - Enter the "Highest Incident Qualification, Position that Requires WCT Level"** List one position, either fully qualified or trainee that the employee either has or will possess that requires the requested level of Work Capacity Test. Examples:
    - *FFT2 or* Firefighter, *Type 2* (requires Arduous)
    - *FOBS or Field Observer* (requires Moderate)
    - *COMT or Communications Technician* (requires Light)
  - The default entry for most first year fire hires will be FFT2.

- Upon clicking "Submit", the employee will receive a system email informing them to log in to eMedical to complete and submit their HSQ.

**Initiate Medical Clearance**

Select the level of Work Capacity Test (WCT) and the position type, then click the Submit button.

To look up required work capacity test level by qualification, please see the following reference guides.

Forest Service Fire & Aviation Qualifications Guide
PMS 310-1 Supplement (Tech Spec Positions)

An asterisk appears before the name of any input that is mandatory.

| | |
|---|---|
| **Employee/AD** | Maggie Barrett |
| ***WCT Level** | Arduous |
| ***Position Type** | Regular |
| ***Does employee currently have access to eMedical through ConnectHR?** | No ⇐ NEW! |
| ***Highest Incident Qualification Position that Requires WCT Level** | FFT1 ✕ |

Submit

**\*\*REFERENCE\*\* – Look up the WCT level required by Incident Qualification Positions here:**

**FSFAQG Regular Positions:  https://www.fs.fed.us/managing-land/fire/publications**
        Bottom left of page under **FSFAQG**, reference most recent **Chapter 2, Part 1** for positions.

**PMS 310-1 – Technical Specialist Positions: https://www.nwcg.gov/publications/310-1**
        Under "Associated Documents" **Choose Current Federal Wildland Qualifications Supplement.**

### 2.4    How do I initiate the Health Screening Clearance process for an AD or a new Interim Employee?

Unlike USFS Regular employees, HSQ Coordinators are required to initiate the Health Screening Clearance process for Interim Employees and ADs. (Regular employees may initiate their own process).

\*\*\*As soon as a new employee is selected and has accepted a tentative offer from an HR hiring official, their HSQ may be initiated by the HSQ Coordinator.

START NEW AND SEASONAL EMPLOYEES BEFORE THEIR START DATE: In order, to allow your new hires to begin the clearance process prior to their effective date, you may initiate the HSQ process for them as soon as their tentative offer is made.

Work with your FMO and Supervisors to obtain a list of new hires with the information listed below as soon as their 52 hiring action has been completed by the home unit. Employees who have been cleared to the WCT prior to their effective date will begin work ready to take their WCT.

**You will need the following employee information for Interim Employees:**
- Full Legal Name
- Email address (if available)
- Telephone number
- Fire Supervisor (This will usually the same as the employee's supervisor as identified in Paycheck, but it is not required to be. For non-fire employees, this should be a district or Forest A/FMO.)
- WCT Level Needed (Arduous, Moderate or Light)
- Position Type (Regular, Collateral or Seasonal)
- Incident Qualification Position that requires requested level of WCT. (ex: FFT2, RXB2, COMT)

**You will need the following employee information for AD Employees:**
- First, Middle and Last Name
- Social Security Number (SSN)
- Email Address
- Date of Birth (DOB)
- Address
- Telephone Number
- Fire Supervisor
- Organizational Code
- Duty Station
- WCT Level
- Position Type is AD
- Incident Qualification that requires requested level of WCT.

- Select "New Packet—Employee/AD" from the left menu of the home page.
- If this is an existing AD, click the "Select Worker" button to search by Last Name or other information.  Then click "Search".
- If a new AD has worked for the USFS previously, use the search function as described above. *If they are not found, click the "inactive" checkbox at the bottom of the Search window and search again.*
  - If found, click "Yes" when asked if you wish to activate the person as an AD. Proceed as normal.
  - If not found, then create a new AD record.
  - Select the "New AD" link and fill in their personal information.


**To select an existing <u>Interim Employee (not new)</u>:**

- Interim employee basic information will be populated automatically by the HR database.
- Click the "Select Worker" button and search for the employee by the "Last Name" field, then click "Search".
- *If they are not found, click the "inactive" checkbox at the bottom of the Search window and search again.*
- Click the "Select" button next to the interim employee.  Then click "Next".
  - Click the drop-down menu and select the correct "WCT Level".
  - Click the drop-down menu for "Position Type" and select which option that applies: "Regular, Temporary or Collateral".
  - Enter the Highest Incident Qualification Position that Requires WCT Level. (example, FFT2 for Arduous)
  - Click the "Submit" button.
  - Enter an email address and telephone number for the employee. This email will be used for all eMedical correspondence with the employee. It may be updated at any time, but only new notifications will go to the updated address.
  - Select the "Fire Supervisor" for this employee.  If this is a fire employee, this is generally the person the employee's Paycheck is submitted to. If not a fire employee, the Fire Supervisor will generally be an A/FMO.
    - Search for Fire Supervisor using the search boxes.
    - Click "Search"
    - "Select" Fire Supervisor

**\*Primary E-mail Address**  bbyparsons@yahoo.com

**Secondary E-mail Address**

**Home Address**

**\*Telephone**  999-999-9999

**Supervisor**

**Fire Supervisor**  Select Fire Supervisor

- o Click "Submit"

- The interim employee will receive an email (to the address entered) prompting them to complete the HSQ through the external eMedical site.
- Once the employee completes the form, proceed to the directions "*How do I review a submitted HSQ*?" (Section 2.6).

**ADs:**

**Create a New AD:**
- Search for AD first to ensure they do not have a profile as a previous USFS employee or already have an AD profile. **If you get an error that the SSN is in use, they already have a profile**. Also click the 'inactive' box in the search screen and do a second search of older records. If they are found in inactive, click "Yes" if you wish to activate them as an AD, then follow the instructions above to initiate a packet for them.
- On the left side of the screen, click "New Packet – Employee/AD"
- Select "Create AD" link

| My eMedical | Find Worker for New Packet |
|---|---|
| **New Packet** | Search with at least two characters of the last name or email address but use any information |
| **New Packet - Employee/AD** | Select the checkbox labeled Inactive to allow former employees in the search results. |
| **My Packets** | An asterisk appears before the name of any input that is mandatory. |
| **Search** | **\*Worker**   Select Worker |
| **Waiver Worklist** | Next   Cancel |
| **MRB Waiver Worklist** | Create AD |

- Enter the AD's full Legal Name, SSN and email address.
- Select your Forest/Unit OrgCode using the drop-down boxes.

**Orgcode Selection** ✖

**Agency:**

11 - FOREST SERVICE ▾ → **Agency is always 11 – Forest Service**

**RSA:**

04 - INTERMOUNTAIN REGION, REGION ▾ → **Select Region**

**Unit:**

02 - BOISE NATIONAL FOREST ▾ → **Select Forest or Unit**

**Subunit:**

0003 - IDAHO CITY RANGER DISTRICT ▾ → **Select District**

**Level 5:**

00 - Please select Level ▾ → **STOP. District is last selection.**

- Click "Submit" button.

On the "Initiate Medical Clearance Page:
- Select the appropriate WCT Level from the drop-down menu.
- Select "AD" as the Position Type from the drop-down menu
- Enter the Highest Incident Qualification Position that Requires WCT Level (Example here is SOF2 – Safety Officer, Type 2). This is the highest position that they actively perform that requires a particular level of WCT.

## Initiate Medical Clearance

Select the level of Work Capacity Test (WCT) and the position type, then click the Submit button.

An asterisk appears before the name of any input that is mandatory.

| | |
|---|---|
| **Employee/AD** | Molly Griffiths |
| **\*WCT Level** | Moderate |
| **\*Position Type** | AD |
| **\*Highest Incident Qualification Position that Requires WCT Level** | SOF2 ✕ |

Submit

- Click "Submit".
- Enter AD Duty Station, Date of Birth, Address and Telephone Number in the appropriate boxes.
- Click on the "Fire Supervisor" button and search by name and/or unit search for Fire Supervisor. AD Fire Supervisors may vary by Forest, check with your FMO.
  - Click "Search", and "Select" correct Fire Supervisor.
- Click "Submit".
- The AD will receive an email to the address entered in their profile with a link to complete their HSQ in eMedical.

Note: Once AD personal information is entered, any documents with that info may be destroyed.

**If the AD already exists in the system (Previous AD or USFS Employee):**
- Click the "Select Worker" button and search for the AD by the First and Last Name fields, then click "Search".
- Click the "Select" link for the correct applicant from the search return, then click the "Next" button.
- If they are not found, click the "Inactive" checkbox at the bottom of the Search window and search again. If found, click "Yes" that you wish to activate the person as an AD.
  - Select the employee's required "WCT Level".
  - Ensure "Position Type" is pre-populated with "AD".

- o Enter the "Highest Incident Qualification Position that Requires WCT Level". This is the highest position that the AD will actively perform that requires the specific level of WCT.
- Click "Submit" to be directed to the "Medical Packet Profile" page to update the AD's information.
  - o Required fields which need to be updated/populated are:
    - Duty Station
    - Date of Birth
    - Primary E-mail Address
    - Org Code
    - Street Address 1
    - City
    - State
    - ZIP Code
    - Telephone
  - o Click "Submit" to complete the AD's "Medical Packet Profile".
- The AD will receive an email with a link to complete their HSQ in eMedical.

After either updating an existing AD record or creating a new one, the HSQ Coordinator will have initiated the Health Screening Clearance process. The AD will then receive an email with specific directions on how to log in and complete and submit their HSQ form.

**At every step that requires an AD, to take action an email with step-by-step directions will be sent to the employee. Make sure to let them know to read and follow ALL emails from the eMedical address or their clearance will be delayed.**

## 2.5    How do I claim a packet that an employee has started on their own?

Note: HSQ Coordinators have access to ANY employee's, initiated packet USFS-wide. Searching by name and Region/Forest/District OrgCode will work best in most cases. If the employee has recently relocated or is remotely based, you may need to search for them by name.

Only ONE HSQ Coordinator may claim ONE employee.  Multiple HSQ Coordinators cannot attempt to claim the same employee. If an employee relocates or is on detail, see directions for Reassigning an Employee to another HSQ Coordinator (Section 5.1)

Employees can also initiate their own HSQ process via eMedical, which will need to be claimed by an HSQ Coordinator. Coordinators have access to all unclaimed HSQ requests employees have made USFS-wide and can claim any packet from the "**HSQ Coordinator Worklist**".

- To access the worklist, select "HSQ Coordinator Worklist" from the left menu on the homepage.



- HSQ Coordinators can search for employees by:
  - o Last name or email address search. Specific employees may be added to the HSQ Coordinator's worklist individually.
  - o Region/Forest/District numerical Organization code. **All employees within the same Organization code (i.e. Region/Forest/District may be added to your worklist at once**, or they may also be added individually.
- To individually claim packets from the search results, click the "Claim" link under the "Action" column for the packet; alternatively click the checkbox next to each packet you wish to claim, then click the "Claim" button at the bottom of the page to claim all selected packets.
- Once the packet(s) is claimed, it will appear under "My Packets" where the HSQ Coordinator can "take action" on the packet.

### 2.6    How do I proceed with an employee-started packet?

After claiming the employee's packet from the "HSQ Coordinator Worklist," HSQ Coordinators can find the employee packet in the "My Packets" section (reference section 2.5).
- Review the initiation request and verify or update the fields as needed:
  - o "WCT Level" requested. **COORDINATORS: Ensure this WCT level corresponds with a qualification that requires that level of WCT.** If in doubt, check the qualifications documents listed in section 2.3 or with your F/AFMO.
    - ▪ If this level is incorrect, it may be changed to the correct level using the dropdown at this point only.
  - o Employee "Position Type"

- o Highest Incident Qualification that Requires Requested Level of WCT: Ensure the level of WCT required by this qualification matches the level of test listed above. Coordinators can change the qual listed at this point only.
- HSQ Coordinators can then either approve or deny the request.



- o If approved, the employee will receive a system email to complete their HSQ in eMedical.
- o If denied, the HSQ Coordinator is required to provide a reason in the indicated text box. The employee is, able to review the HSQ Coordinator's comments in eMedical and, if needed, resubmit a new packet.

## 2.7    How do I request additional information from an employee/AD?

If HSQ Coordinators need additional information from an employee/AD at any point in the medical clearance process:
- Select the "View" or "Take Action" link for the individual's packet from the "My Packets" worklist.
- Click "Request Additional Info" from the left menu once inside the packet.

- HSQ Coordinators can provide a description of the information requested in the "Info Requested" text box. After clicking "Send Request", the employee/AD will be notified by an email from an eMedical address of the information request and will be instructed to log in to eMedical to view the info requested and respond.
- NOTE: In general, only the USFS Reviewing Medical Officer will request additional information from the employee.

## 2.8    How do I upload additional information received from an employee/AD?

If additional documentation is received via email or hardcopy the HSQ Coordinator has the ability to scan and upload the documentation to eMedical.
- Select the "View" link for the individual's packet from the "My Packets" worklist. If only "Take Action" is available, you must complete that action first, then proceed.
- Click "View/Add Attachments" from the left menu once inside the packet.
- Click "Choose File" to search for the file on your computer. Descriptive information can be added in the "Description" field before clicking "Add Attachment". Employees and ADs may also upload additional medical information to eMedical.
- If this attachment was not prompted by an information request by eMedical staff, notify us that an attachment has been added: SM.FS.mqp_emedical@usda.gov

Note:  **eMedical Staff is NOT notified when a Coordinator or employee attaches additional information to a packet.** Please notify eMedical staff when additional information/attachments are uploaded to a packet:  SM.FS.mqp_emedical@usda.gov

All waiver documentation must be submitted to the MQP office via eFax at this time. eMedical Secure eFax: 1-866-338-6630

| My eMedical | Viewing Attachments for Packet |
| --- | --- |
| New Packet | The table lists any existing attachments for this packet. To add a new Attachment enter a Description, use the Browse button to start a seach for the desired attachment and choose a file to upload, then click the Add Attachment button. |
| New Packet - Employee/AD | |
| My Packets | |

**Packet Summary for Employee21 Employee21**

| | |
| --- | --- |
| **WCT Level** | Arduous |
| **Position Type** | Regular |
| **Highest Incident Qualification Position that Requires WCT Level** | FFT2 |
| **OrgCode** | 115106000402000000 |
| **HSQ Coordinator** | HSQCoord21 HSQCoord21 |

Left navigation menu items:
- My Packets
- Search
- HSQ Coordinator Worklist
- Reassign Packets
- Fire Supervisor Dashboard
- **Current Packet**
- View Summary
- Take Action
- View Profile
- View/Add Attachments
- View/Add Notes
- Request Additional Info
- Cancel Packet
- **Administration**
- Reports

**Existing Attachments**

| Description | Attachment | Action |
| --- | --- | --- |
| | There are no matching records. | |

**Add Attachment**

| | |
| --- | --- |
| **Description:** | |
| **File:** | Choose File  No file chosen |

Add Attachment

## 2.9    How do I know when an employee/AD submits their HSQ?

When an employee/AD who has been claimed by the HSQ Coordinator submits an HSQ, the packet will appear under "Action Packets" in the "My Packets" worklist with a "Workflow Status" of "HSQ Submitted".

## 2.10  How do I review a submitted HSQ?

To review a submitted HSQ, click the "My Packets" link from the left menu of the home page.
- Click the "Take Action" link on the employee/AD packet under the "Action Packets" worklist.
- Click on the "View Completed HSQ" link to review and evaluate the HSQ form. **This is not automatic, the HSQ Coordinator MUST personally evaluate the form.** (See "Evaluating HSQ Form" instructions below)

**Evaluate the Health Screening Questionnaire Form:**



EVALUATION
1. Evaluate Section A and Section B separately.
2. Send employee to OF-178 exam IF:
   a. **ONE** item is selected from **Section A***
      -OR-
   b. **THREE** items are selected from **Section B.**
3. If an employee checks no items in Section A and has two or fewer items selected in Section B, they may be cleared to the WCT.

   ✳**WAIVER** exception: If employee has a previous waiver, do not count selecting this item or any conditions they have the waiver for against Section A totals. Evaluate the HSQ as normal and follow specific waiver guidance in the next section for that employee to obtain WCT clearance.

4.  Once the form is reviewed and evaluated, click on the "Take Action" link on the left menu to return to the  main HSQ screen.
5.  Click on one radio button to either clear employee to the WCT or OF-178 Exam (See Below).  Enter any applicable comments.
6.  Check the popup window box to verify that you have evaluated the employee HSQ form.
7.  After evaluation, click the "Take Action" link (with arrow below) at left to return to the main HSQ page and proceed.

## Packet Summary for Woodsy Owl

| | |
|---|---|
| **WCT Level** | Light |
| **Position Type** | AD |
| **Highest Incident Qualification Position that Requires WCT Level** | PIOF |
| **OrgCode** | 110402000300000000 |
| **HSQ Coordinator** | HOPE KUO |

## HSQ form

Click on the following link to view the completed HSQ information.

View Completed HSQ

## Clear Action

**\*Cleared to**          ○ WCT   ○ OF178

**Comments**

☐  \*I verify that I have evaluated this employee's HSQ.

### 2.11   What is a waiver?  How is a waiver issued?

When an employee completes an OF-178 exam to take the WCT they *may* be issued a waiver from the USFS Medical Officer for their particular conditions. The waiver *may* require that employees provide specific medical information annually to be cleared to the WCT. **Waivers are ONLY issued from the USFS Medical Qualifications (eMedical) Office. They cannot be issued by personal medical providers.**

### 2.12 How to determine who on your unit has an existing waiver.

- **BEFORE eMedical:** Waivers issued from 2013 until eMedical went live (September 2017) and a few post-eMed waivers have been sent by email. If your employee no longer has their copy, have them contact our help desk and we can resend waivers that are not within eMedical. SM.FS.mqp_emedical@usda.gov

- **AFTER eMedical: (Sept, 2017 to present)** Coordinators can search for waivers in the **Reports** area of eMedical; BUT you need to know that reports may supply OLD waivers and not give the most recent waiver granted by the Medical Officers. The reports only work If employee completed an OF178. Employee will find waivers in **PART D or** if employee did not complete the OF178, employee will find waiver in **Notes**.



Choose the "**View OF178 Summary Report**" (the Waiver Summary report is something entirely different)



<u>Choose search parameters.</u>

1. At minimum, select **HSQ Coordinator** or **OrgCode** to narrow your results.
2. Select OF178 Process State of "**OF-178 Cleared to WCT: Routine Waiver Granted**"
3. Select **Search dates**.
4. **Waivers STAY in the packet that they were issued.** To search for all waivers, you'll need to set the **Start Initiated Date** to **9/1/2017** and the **End Initiated Date** to the current date.

**Generate Report** will show results on screen.

**Download** will download report as a .CSV file that can be saved as an Excel spreadsheet and sorted.

This will show you ALL people with waivers. It does not yet show which type of waiver they have.

### 2.13   How to manage annual HSQs for employees with existing waivers

Waivers are one of two types:

1.  **They address specific condition(s) and no further action is needed unless the condition(s) changes or a new condition occurs.**  For these waivers, after asking employees if anything has changed, you can clear them directly to the WCT – EXCEPT:
    a.  If their condition has worsened, contact our Help Desk.  If they have a new condition, they will need to complete a new OF-178 exam for that new condition.

**-OR-**

2.  **The waiver requires a statement from the employee's physician to be faxed to the USFS MQP office each year. If you have an employee with a waiver that requires an annual update, once you review their HSQ – STOP. Do not send them to the OF-178 or WCT.**  Fax the annual update to us at:

## USFS MQP eFax: 866-338-6630

- **The USFS Reviewing Medical Officer (RMO) will review the annual update and then they will clear the employee to the WCT**. They will be notified via email and their status on the Dashboard will change to "**WCT Ready to Test**".

- On the HSQ form when an employee checks the "I have a waiver" box, confirm that the waiver was issued from the USFS MQP office (not from a personal physician). They should also check the box(es) for the condition they have the waiver for. If: 1) that condition has NOT changed since the waiver was issued and 2) they have no NEW conditions, none of these boxes count against HSQ Form Section A totals.

- The employee may choose to show their waiver to their HSQ Coordinator, but they are not required to do so. They can verbally tell their Coordinator that they have a wavier and if they are required to submit an annual update to the MQP office or not. Coordinators may check directly with the eMedical help desk and we can confirm that they have a USFS waiver and if an annual physician statement is required or not.

  **NOTE:** Employees can view their own waiver in Part D of the OF-178. HSQ Coordinators cannot see this page due to it containing sensitive medical info.

## 2.14   How do employees view their specific waiver guidance?

Waivers issued prior to the implementation of eMedical were emailed to the employee. Waivers issued since 9/2017 are generally within eMedical. **Please let employees know to KEEP their original waivers for future use!**

When an employee is cleared after the OF-178 exam process, they are emailed notification of their clearance and directions on how to view their waiver specifics. **MAKE SURE they view their waiver and mitigations instructions after the receive it! MANY waivers require information to be submitted to the MQP Office annually.**  Specific directions are found in the waiver/mitigation.

**Employee Directions to View Waiver:**  (also contained within the eMedical Employee Guides)
1. Employee logs into eMedical.
2. Go to **My Packets** and **View** the packet with the last waiver granted (you may need to view multiple packets to findthe one with the waiver).  If you completed an OF178 you will find waiver in **PART D, and or** if you did not complete the OF178 you will find waiver in **Notes**.   If AD's are having difficulty doing, they can contact the helpdesk.

   **View/Add Attachments**

   **View/Add Notes**
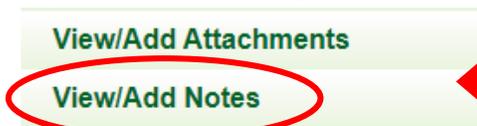
   | Will need to copy and paste the clearance with waivers/mitigations in Notes |

3. On the Summary page of the packet, click "**Print**" to the right of "Part D Completed". This will open a .PDF page that can both be SAVED and PRINTED.

| Forms | | | |
|---|---|---|---|
| **Name** | **Status** | **Duration** | **Action** |
| Packet | Informed Consent | 2/3/2020 - 2/3/2020 | View Print |
| HSQ | Cleared to OF178 | 2/3/2020 - 2/3/2020 | View Print |
| OF178 | PartB Completed | 2/3/2020 - 2/3/2020 | View Print |
| OF178 | PartA Completed | 2/3/2020 - 2/3/2020 | View |
| OF178 | PartC Completed | 2/3/2020 - 2/3/2020 | View |
| Info | Additional Info Request Completed | 2/3/2020 - 2/3/2020 | |
| Info | Additional Info Completed | 2/3/2020 - 2/3/2020 | View |
| OF178 | PartD Completed | 2/3/2020 - 2/3/2020 | View Print |
| WCT | Ready to Test | 2/3/2020 - | |

4. **In Part D, read the Mitigations.**
5. This box will give detailed directions to the employee on what type of waiver they have.
6. It will describe in detail what information needs to be included in an annual physician statement (if required)

### CERTIFICATE OF MEDICAL EXAMINATION OF178 Part D

To be completed by the agency medical officer who reviews the examination results and recommends action.

#### Part D. TO BE COMPLETED BY AGENCY MEDICAL OFFICER (if one is available)

| | |
|---|---|
| **Subject** | Stuart Little |
| **Effective Date** | 2/4/2020 |

**Please read your Mitigations carefully.** These requirements must be met each year to be cleared to the WCT. If an annual statement(s), is required in your mitigations, you must obtain one each year from your medical provider and submit it by eFax (866-338-6630) to the USFS MQP office to obtain clearance. **If your condition(s) worsen or you have a new condition after this waiver has been issued, notify your HSQ Coordinator or the eMedical Help Desk at SM.FS.mqp_emedical@usda.gov.**

| | |
|---|---|
| **Recommendation** | Hire or retain |
| **Comments** | |
| **Pre-Set Qualification Choices** | Medically Qualified |
| **Cleared to Process** | WCT Process – Routine Waiver Granted with Active Mitigations |
| **Routine Waiver Type** | Medication<br>Chest and Respiratory System |
| **Mitigations** | The respiratory waiver is for your asthma and the mitigation is that you are responsible for having with you at all times a rescue inhaler that is not expired as well as supply a statement yearly from your doctor, overseeing this diagnosis, stating that it is static and stable and a complete medication list. |
| | The medication waiver is for your liquid medication inhaler, and one mitigation is that you will send me your complete medication list each year. |
| | You are responsible for having an adequate supply of all of your medication and taking them as directed by your medical provider. |
| | Should your medical condition/health status change/worsen, you are required to notify me as soon as possible. |

*Mitigation requirements to supply to the MQP Office annually*

*Mitigation requirements to follow*

7. **Employees should PRINT & SAVE this information to refer to each year.** Most employees who need to supply an annual update obtain this statement from their medical provider at their annual appointment prior to WCT season.

### 2.15  Employees with Waivers – Annual WCT Clearance Process

After the waiver is issued, each year employees should:

1. Check the **"I have a waiver"** box in Section A on the HSQ Form.

2. Check any boxes in Section A for conditions they have a waiver for.  None of these checked boxes count against them.
3. If any existing condition has worsened, the employee should notify their HSQ Coordinator. If there are any new conditions, check those boxes.
4. If the waiver does not require an annual update, notify the HSQ Coordinator.
5. If the waiver DOES require an annual update, notify the HSQ Coordinator and FAX the update to the USFS MQP office.

Clearance for both types of waivers ways will come by email.

**FAXING A WAIVER UPDATE?  USE A COVER SHEET:**

[https://www.fs.usda.gov/sites/default/files/media_wysiwyg/mqp_efax_cover_sheet_0.pdf](https://www.fs.usda.gov/sites/default/files/media_wysiwyg/mqp_efax_cover_sheet_0.pdf)

## 3.  OF-178 Exam Process Questions

### 3.1  How do I complete the OF-178 Part B?

When HSQ Coordinators clear an employee/AD to the OF-178 process (see section 2.10), they will automatically be routed to the OF-178 Part B for completion.
- For Purpose of Examination, select "Other".
  - In the "Other purpose of examination" text box, enter: ***Medical Clearance.***
- If this is an existing, employee the Position title/series/etc will populate automatically. Ifthis is a new employee, it will populate later.
-  Enter a brief position description of employee duties. Listing the incident position that requires the level of WCT requested is appropriate here (i.e. FFT2, DIVS, COMT, etc). Or you may document that the employee was injured and returning to duty, etc.
- The "Functional Requirements" and "Environmental Factors" sections of the OF-178 Part B will be pre-populated and noneditable based on the employee's/AD's WCT level.

- Click the "Next" button and check the popup confirmation box to complete and submit the OF-178 Part B.
- The employee/AD will be notified via automated email **they must complete Part A of the OF-178.** Once they complete Part A, they will immediately receive an email containing exam information and an access code to provide to their medical provider.
- Ensure the employee brings the following documents from the Physician Documents on the USFS eMedical website to their exam, at minimum:

https://www.fs.fed.us/managing-land/fire/safety/emedical

  - Medical Provider eOF-178 Guidance Sheet
  - Letter to Medical Provider for Current/Prospective Employees/ADs and **completed with Forest contact information.**
  - Work Capacity Test Brochure (only required for clinics new to the OF-178 exam)

### 3.2 Regenerate Physician Employee Exam Access Code:

- The code included in the employee email is used by the medical provider to access and complete the employee's exam. Codes are good for 45 days.  If the code has expired, or is close to expiring, HSQ Coordinators can regenerate the code for 45 more days.
    - o   Select Employee packet.
    - o   Click "View Summary" on left menu.
    - o   Under Forms, Click on the link to Regenerate Physician code.

| Forms | | | |
| --- | --- | --- | --- |
| Name | Status | Duration | Action |
| HSQ | Cleared to OF178 | 8/22/2017 - 8/22/2017 | View |
| OF178 | PartB Completed | 8/22/2017 - 8/22/2017 | View |
| OF178 | PartA Completed | 8/22/2017 - 8/22/2017 | View |
| OF178 | PartC Started | 8/22/2017 - | Regenerate Physician Code |

- Once a medical provider establishes a profile in eMedical and claims an employee exam using the access code once, the exam will remain in "My Packets" of the medical provider's profile until the exam is submitted.

## 4.   WCT Ready to Test and Completion Questions

### 4.1   How do I see who is Cleared to the WCT on my Forest?

- On the left menu, click "WCT Cleared List"

**WCT Cleared List**

- Click the "Select Org Code" button and narrow down the report to Region, Forest and/or District. There is no sensitive information on this report, and it can be publicly shared. This is also the same report that WCT Administrators have access to.
- Results only include those cleared to test within the last six months. Any older clearances are no longer effective and clearance to take a WCT must be redone.

## 4.2 How do I record WCT information?

**\*\*PLEASE NOTE: HSQ Coordinators are only required to enter WCT results of <u>"Fail"</u> or <u>"Did Not Complete"</u>. Entering passing WCT results are optional only, as IQCS remains the official database of record for completed WCTs.**

WCT Administrators, Supervisors and HSQ Coordinators should all be notified verbally or in writing (outside of eMedical) when an employee fails or does not complete the WCT.

To enter a WCT result, HSQ Coordinators will click the "Take Action" link on the employee/AD packet in the "Action Packets" worklist to enter the following results fields:

- "WCT Result" (i.e., Fail or Did Not Complete. Entering a passing result is optional.)
- "Date Administered"
- "Change WCT Level" (only if applicable, and it may only be changed to a less difficult level, never higher)
- "Reason" – add any comments as applicable.

- If a WCT result of "Failed" or "Did not Complete" is recorded, eMedical will IMMEDIATELY ask if a new test is authorized.
    - **Prior to recording a WCT result of "Failed" or "Did not Complete", the HSQ Coordinator should speak to the employee supervisor/Fire Management offline to obtain their verbal authorization for a retest as eMedical automatically moves to the test reauthorization screen once a non-passing result is entered.**
    - When a WCT is failed or not completed, the employee, supervisor and/or fire supervisor is notified by email.

### 4.3    How do I authorize a retest for employees/ADs who failed or did not complete the WCT?

If the HSQ Coordinator records "Fail" or "Did Not Complete" for the WCT Result, they will be automatically routed to the "Retake WCT" page.

- Retests should be authorized by the employee's/AD's Fire Management and/or supervisor. The HSQ Coordinator should discuss retesting with the supervisor offline before authorizing a retest in eMedical.
- HSQ Coordinators can either authorize or decline a WCT retest by selecting the appropriate option from the "Re-test Availability" drop-down menu.
- **If a WCT retest is authorized in eMedical, the employee/AD must then confirm in eMedical whether they intend to retake the test or not.** (Step 4.3 below) They will be notified to do this by email.
- Once the employee confirms they intend to retake the WCT, their status will change to "Ready to Test" immediately.

### 4.4    How do I confirm a WCT re-test for an employee/AD?

Only the employee/AD can confirm whether they intend to participate in a WCT re-test. The employee/AD will need to log in to eMedical, select "My Packets" and will be able to "Take Action" on their packet to accept or deny the WCT re-test.

## 5.   HSQ Coordinator Management Functionality Questions

### 5.1    How do I reassign an employee/AD to another HSQ Coordinator?

If an HSQ Coordinator will not be available to work on an open packet (either temporarily or permanently) or an employee has relocated to a new unit, they can reassign one or all, of their claimed packets.  The steps below should be followed to reassign a packet to another eMedical HSQ Coordinator:

Reassign Packet Note:
- Multiple packets may be reassigned at one time from one HSQ Coordinator to another.  Select as many packets that apply.
- Packets may be reassigned more than once.
- If the HSQ packet owner is not able to reassign their packets to another, contact the MQP office for assistance.  SM.FS.mqp_emedical@usda.gov

- Select "Reassign Packets" from the left menu of the home page.



- Click the "Select HSQ Coordinator" button next to the "Reassign to" field on the "Packet List" page.
- Enter appropriate search criteria to locate the desired HSQ Coordinator, then click "Search".
- Scroll to the right in the "Search Results" and click the "Select" link under the "Action" column for the correct HSQ Coordinator.



- Now that the HSQ Coordinator recipient has been selected, click the check box under the "Select" column for all packets which appear in the list, then click "Reassign". The "Packet List" page will refresh, and a message will state "Packet(s) Reassigned".

## 5.2 How do I cancel an employee/AD packet?

> Note: **Why would I need to cancel an employee packet?**
> - In general, once the HSQ Coordinator receives a completed HSQ form, they may NOT change the employee WCT level, Position Type, or Incident Qualification. If, an error particularly in WCT Level is found at this point, the packet can be cancelled and restarted from the beginning.
> - Other reasons apply – if in doubt, contact the Help Desk: SM.FS.mqp_emedical@usda.gov

HSQ Coordinators can cancel an employee/AD packet at any time.
- Select "My Packets" from the left menu of the home page.
- Select the "View" or "Take Action" link for the individual's packet from the "My Packets" worklist.
- Once inside the packet, select "Cancel Packet" from the "Current Packet" menu.

- Provide comments related to the reason for cancellation in the "Reason" text box and click "Submit". The employee/AD will receive a email notifying them of the reason for cancellation.


### 5.3 How do I remove an HSQ Coordinator who has moved to another Forest/Unit, retired, or no longer will be functioning as an HSQ Coordinator?

An audit of HSQ Coordinators and Work Capacity Test Administrators will be sent to each Region's eMedical Coordinator annually in the fall. At that time, Forests/Units may indicate which HSQ Coordinators/WCT Administrators are no longer actively performing these duties to be removed by eMedical administrators.

- If an HSQ Coordinator or WCT Administrator needs to have their permissions removed prior to the annual audit, please contact eMedical staff at: SM.FS.mqp_emedical@usda.gov

- If an HSQ Administrator moves to another unit and will continue to perform the same duties on the new unit, they will need to transfer their old employees to another HSQ Coordinator and notify the MQP office (via email above) of their new unit. (see section 1.1 for directions).

Need further assistance?  Please contact the eMedical Help Desk at: SM.FS.mqp_emedical@usda.gov